ARNG Food Operations
A-Rations

RCSS
Dining Facility Accounting

Objective

- Identify the accounting procedures for the Reserve Component Subsistence System (RCSS) for:
  - Duty Training (IDT)
  - Annual Training (AT) not performed at an Active Army Installation

Menu Revision

- The ARNG States and U.S. Army Reserve develops their own menus within the constraints of the BDFA
  - **AR 30-22, para 3-53**

The RCSS Accounting System

RCSS Forms used to account for A-Rations

- DA Form 5913 (Strength and Feeder Report)
- DA Form 3953 (Purchase Request & Commitment)*
- DA Form 3294 (Automated Ration Request and Issue) DOL/USPFO identified requisitioning document
- DA Form 3034 (Production Schedule)
- DA Form 5914 (Ration Control Sheet)
- DA Form 3234 (Inventory Record)

Continued…….

The RCSS Accounting System

RCSS Forms used to account for A-Rations continued…..

- *DA Form 7458 (Risk Management Data Log – Cooking)
- *DA Form 7459 (Risk Management Data Log – Hot or Cold Holding/Storage)
- Monthly Work Plan for Food Service Section

DA Form 5913 Strength and Feeder Report (Request)

DA Form 5913 has a dual use:

- Request to indicate the number of enlisted SIK soldiers anticipated to attend the training period, plus other DA Forms 5913 request for support from supporting units.

- Only the responsible unit commander is authorized to sign the initiating request

- This duty will not be delegated

  AR 30-22, para 3-30

DA Form 5913 Strength and Feeder Report (Report)

- Report or consumption report to indicate number of SIK personnel present for duty as shown on the DA Form 1379 and supported units (DA Form 5914) SIK plus number of meals sold for cash (DD Form 1544)

- Form filled out by FOS, but signed by commander

  DA Pam 30-22, Appendix F

DA Form 5913 Request/Report

- Completion of form is shown in Figures F-1 and F-2, DA Pam 30-22
  - TO block - Enter DOL/USPFO
  - Personnel Present for Duty by Service Component block - Number of enlisted (SIK) personnel anticipated to attend drill each day plus DA Forms 5913 from supported units and cash meals
  - Grand Total block - Total for each day

DA Form 5913 - Request

- Remarks block- Information that will assist the unit in accomplishing it’s mission (Special Instructions)
- Signed by unit commander
- Forwarded to FOS for submission to the requisitioning source

DA Pam 30-22, Figure F-1

DA Form 5913 Completion Instructions

- The completed form is used to request subsistence
- Submit to DOL/USPFO on the approved schedule
- The number of rations requested may not match the strength figure shown on the request report.
- Use anticipated present for duty strength figures

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100105

4. REPORT DATES (YYYYMMDD)				5. X REQUEST / ☐ REPORT
	20100306	20100307		
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH	**2**	1		
9. GRAND TOTAL	127	126		

10. REMARKS IDT MUTA 4, 6-7 March 2010 0730-1700hrs

07 Mar	08 Mar
B	B
L 127 A-Ration	L 127 A-Ration
D	D

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	20100105

Dates of Training meals required

Request must be dated and completed at least 60 days prior to training

Soldier authorized SIK are entered here

Estimated meals to be paid for. (AGR and Officers are entered here)

Date meals required, type, and number

Type (AT, IDT, MOB), date and hours of training entered in remarks

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-1 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for a single unit

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100105

4. REPORT DATES (YYYYMMDD)				5.
	20100306	20100307		[X] REQUEST [ ] REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
CO A, 734th Chem	75	75		
CO B, 734th Chem	60	60		
CO C, 734th Chem	40	40		
8. MEALS SOLD FOR CASH	12	9		
9. GRAND TOTAL	312	309		

10. REMARKS — IDT MUTA 4, 6-7 MARCH 2010, 0700-1630hrs

Remote Site Feeding

Site #1 (75) - B (75) -D Site #1 (75) - B
Site #2 (60) - B (60) - D Site #2 (60) - B
Site #3 (40) - B (40) - D Site #3 (40) - B
(MREs all lunch meals)

07 Mar	08 Mar
B 312 A-Ration	B 312 A-Ration
L MRE	L MRE
D 312 A-Ration	D 0

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	20100105

Dates of Training meals required

Request must be dated and completed at least 60 days prior to training

Type (AT, IDT, MOB), date and hours of training entered in remarks

Soldier authorized SIK are entered here

Estimated meals to be paid for. AGR and Officers are entered here

Date meals required, type, and number

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-2 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for multiple

DA Form 5913 - Report

- For completion of form see DA Pam 30-22, Figures F-7 and F-8
  - TO block - DOL/USPFO
  - Personnel Present for Duty by Service Component block - Number of enlisted (SIK) soldiers present for duty plus number of meals sold for cash
  - Grand Total - Total of SIK personnel and number of meals sold for cash for each day

DA Form 5913 - Report

- Remarks block - Information that will explain the different between number of meals received and number of personnel supported

- Only the responsible commander is authorized to sign the end of training report

- This duty will not be delegated

  AR 30-22, para 3-30a(8)

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100307

4. REPORT DATES (YYYYMMDD)				5. REQUEST / REPORT
	20100306	20100307		☐ REQUEST ☒ REPORT

Dates of Training meals required

6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	123		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH	2	1		
9. GRAND TOTAL	127	124		

Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

AGR and Officers, Meals sold for cash.

10. REMARKS

* 7Mar, 2 Meals discarded

The number of meals ordered less the number of meals served should equal the number of meals discarded or served as seconds.

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	20100307

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-7 DA Form 5913 (Strength and Feeder Report) Report single unit

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100307

4. REPORT DATES (YYYYMMDD)				5. ☐ REQUEST ☒ REPORT
	20100306	20100307		
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
CO A, 734th Chem	75	75		
CO B, 734th Chem	60	60		
CO C, 734th Chem	40	40		
8. MEALS SOLD FOR CASH	6	14		
9. GRAND TOTAL	306	314		

10. REMARKS

* 07 Mar, 6 cash meals failed to eat, discard 6 meals
* 08 Mar, Unanticipated cash meals sold

Meals sold for cash
07 Mar 06 B 2 L 1
08 Mar 06 B 14 L 0

11a SIGNATURE	11b RANK	11c DATE (YYYYMMDD)
Richard N. Anderson	MAJ	20100307

Dates of Training meals required

Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

AGR and Officers, Meals sold for cash.

The number of meals ordered less the number of meals serviced should equal the number of meals discarded or served as seconds.

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-8 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for multiple units

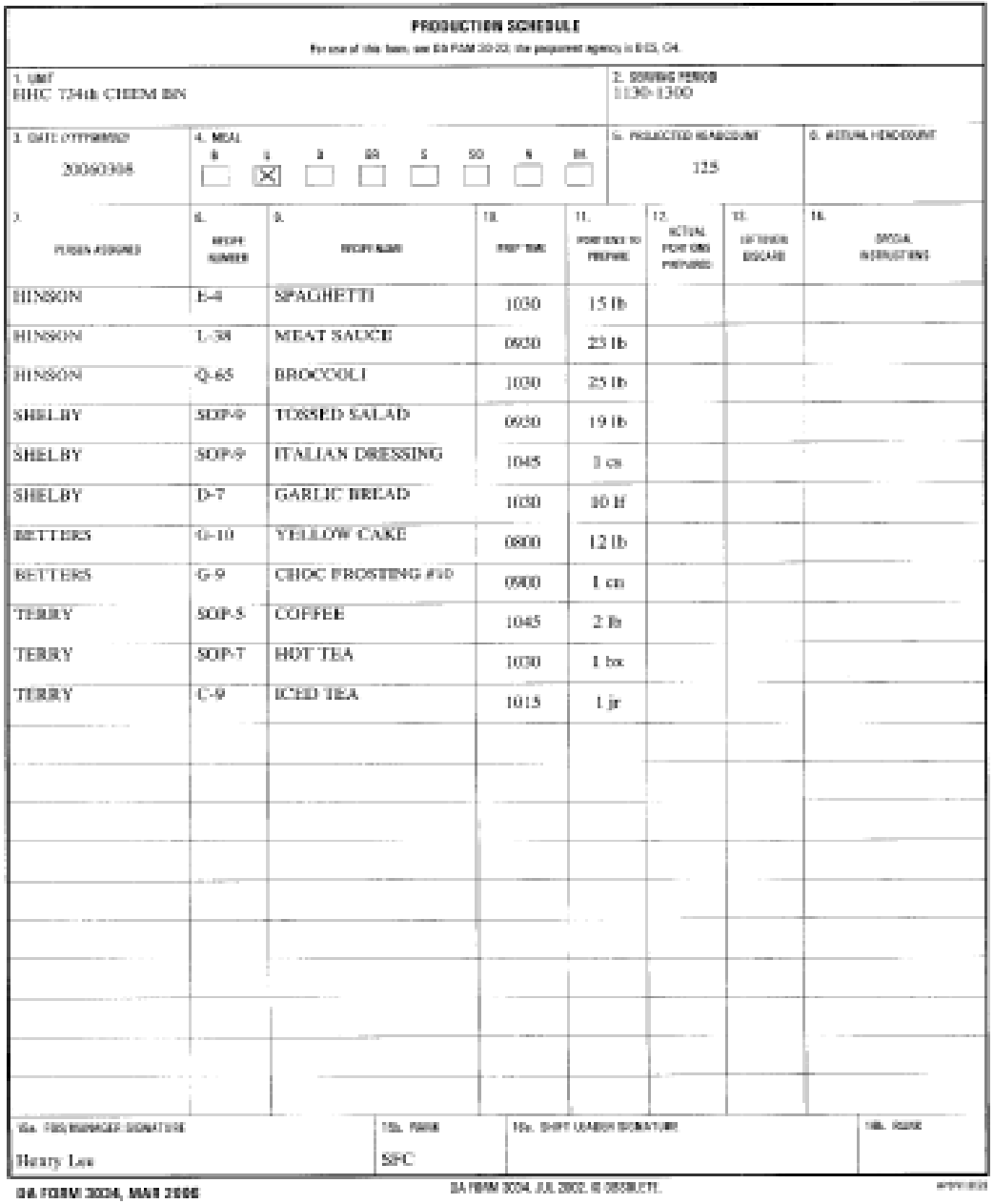
Production Schedule (DA Form 3034)

- Reference AR 30-22, Para 3-30, a production schedule is required for disposition of all subsistence prepared

- Will be used for preparation of A rations or for enhancements to UGRs, the instructions are identical to figure 4-2, DA Pam 30-22

Production Schedule (DA Form 3034)

- Portions to Prepare - For all subsistence items enter quantity received (by unit of issue)
  - For semi-perishable enter amount required



PRODUCTION SCHEDULE

For use of this form, see DA PAM 30-22; the proponent agency is ECS, OA.

1. UNIT	2. SERVING PERIOD
HHC 734th CHEM BN	1130-1300

3. DATE (YYYYMMDD)	4. MEAL								5a. PROJECTED HEADCOUNT	6. ACTUAL HEADCOUNT
	B	L	S	BR	S	SD	B	BL		
20060306	☐	☒	☐	☐	☐	☐	☐	☐	125	

7. FOOD ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTIONS TO PREPARE	12. ACTUAL PORTIONS PREPARED	13. LEFTOVER/ DISCARD	14. SPECIAL INSTRUCTIONS
HINSON	E-4	SPAGHETTI	1030	15 lb			
HINSON	L-38	MEAT SAUCE	0930	25 lb			
HINSON	Q-65	BROCCOLI	1030	25 lb			
SHELBY	SOP-9	TOSSED SALAD	0930	19 lb			
SHELBY	SOP-9	ITALIAN DRESSING	1045	3 cs			
SHELBY	D-7	GARLIC BREAD	1030	10 lf			
BETTERS	G-10	YELLOW CAKE	0800	12 lb			
BETTERS	G-9	CHOC FROSTING #10	0900	1 cn			
TERRY	SOP-S	COFFEE	1045	2 lb			
TERRY	SOP-T	HOT TEA	1030	1 bx			
TERRY	C-9	ICED TEA	1015	1 jr			

15a. FSO/MANAGER SIGNATURE	15b. RANK	16a. SHIFT LEADER SIGNATURE	16b. RANK
Henry Lee	SFC		

DA FORM 3034, MAY 2000 — DA FORM 3034, JUL 2002, IS OBSOLETE.

Figure F–3. Sample of DA Form 3034 (Production Schedule), under RCSS - continued

Ration Control Sheet (DA Form 5914)

- Used to record the receipt and disposition of all rations used in the RCSS
- A separate form is used for each type of rations
- Serves as an audit trail for all rations along with DA Form 3294/Requisition Document
- For completion instructions see DA Pam 30-22, Figures F-4, F-5, and F-6

Ration Control Sheet DA Form 5914

- Period - Enter the year and month of the IDT training period
- Separate document prepared for each IDT month
- Column I - SPECIAL NOTE: Commander signature only on all destroyed (Column h)
- Remarks - Enter all relevant information clarifying any transaction or actions that are not clear

RATION CONTROL SHEET

For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4

1. Page 1 OF 1

2. UNIT: HHC 734 th CHEM BN

3. TYPE OF RATION: ☐ UGR-H&S ☐ UGR-A ☐ MRE ☒ OTHER A-Rations

4. PERIOD: 200603

a. DATE (*YYYYMMDD*)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. HO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20060307		253			253			SSG HALL, Supply	
20060308				253	0	253	HHC 734th Chem Bn	SSG Lee FOS	SSG Hall Supply

5. RE3MARKS

6a REVIEWED BY

6b DATE (*YYYYMMDD*)

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-r, AUG 1984

Figure F-4 Sample 5914 showing original receipt and transfer of meals

RATION CONTROL SHEET

For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4

1. Page 1 OF 1

2. UNIT: HHC 734 th CHEM BN

3. TYPE OF RATION: ☐ UGR-H&S ☐ UGR-A ☐ MRE ☒ OTHER A-Rations (L)

4. PERIOD: 200603

a. DATE (*YYYYMMDD*)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. HO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20060308		253			253			SSG Lee FOS	
20060308				127	126	125	HHC 734 Chem Bn	1st SGT Jones	SSG Lee FOS
20060309				126		126	HHC 734 Chem Bn	1st SGT Jones	SSG Lee FOS
20060309					0				

5. RE3MARKS

* 08 Mar, 2 Meals discarded

6a REVIEWED BY: LT Lawson FSO

6b DATE (*YYYYMMDD*): 20060309

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984

Figure F-5 .5ample DA Form 5914 (Ration Control Sheet) single unit

RATION CONTROL SHEET
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4

1. Page 1 OF 1

2. UNIT: HHC 734 th CHEM BN

3. TYPE OF RATION: ☐ UGR-H&S ☐ UGR-A ☐ MRE ☒ OTHER A-Rations (Breakfast)

4. PERIOD: 200603

a. DATE (*YYYYMMDD*)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. HO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20060306		621			621			SSG Lee FOS	
2000607				312	309	131 (-6)	HHC 734 Chem Bn	1st SGT Jones	
20060307						75	CO A 734 Chem Bn	1st SGT Williams	
20060307						60	CO B 734 Chem Bn	SFC Anderson	
20060307						40	CO C 734 Chem Bn	SFC Coon	
20060308					309				SSG Lee FOS
20060308				309		139 (+5)	HHC 734 Chem Bn	1st SGT Jones	
20060308						75	CO A 734th Chem Bn	1st SGT Williams	
20060308						60	CO B 734th Chem Bn	SFC Anderson	
20060308						40	CO C 734th Chem Bn	SFC Coon	
20060308					0				

5. RE3MARKS

* 07 Mar, 6 cash meal failed to eat, discard 6 meals

* 08 Mar, 5 unanticipated cash meals sold

6a REVIEWED BY: LT Lawson FSO

6b DATE (*YYYYMMDD*): 20060308

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984

Figure F-.6 Sample DA Form 5914 (Ration Control Sheet) multiple units

Ration Request/Issue/Turn-In DA Form 3294

- There are no policies to use the DA Form 3294 while operating under the RCSS for IDT or home station AT, but may be an optional form
  - DA Pam 30-22, Appendix F para b(1)

RATION REQUEST/ISSUE/TURN-IN SLIP

FOR THE USE OF THIS FORM, SEE DAPAM 30-22

DATE (YYYYMMDD)

TO: USPFO/DOL or RSC/DRC/DIV | Request | X | 20060208

FROM: HHC, 236TH BN | Issue | X | 20060306

Consumption date(s) 08-09 Mar 2006 | Turn-in | |

Number of meal(s) requested | 86 | 85 | Issue | |

Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar valve
Ground Beef	LB		30								30	30	1.41	42.30
Beef Patties	LB					38					38	38	1.87	71.06
Bread, White loaf	LF		10								10	10	0.89	8.90
Buns, Hamburger, 8 pk	PK					12					12	12	1.48	17.76
Salad Oil, 1 LB	LB		5								5	5	2.25	11.25
Raisins, 1LB Box	BX		2								2	2	2.65	5.30
Eggs, shell, Fresh	DZ		4								4	4	0.78	3.12
Milk, White, 2%, 1/2 Pt	CO		65			65					130	130	0.38	49.40
Milk, Choc, 2%,1/2 Pt	CO		20			20					40	40	0.48	19.20
Celery, Fresh	LB		1								1	1	0.77	0.77
Lettuce, Iceburg	LB		5			5					10	10	0.96	9.60
Onions, Dry	LB		1			7					8	8	0.87	6.96
Potatoes, Fr Fries, Frz	LB		40			40					80	80	0.93	62.40
Cauliflower, Frz	LB		16								16	16	0.95	15.20

Requested by:	Issued by:	Issue by:	Total dollar
John Morris, SFC (FOS)	(Supply Sergeant)		$323.22
Received by:	**Received by:**	**Received by:**	**Control no.**
(Supply Sergeant)	(FOS)		

Page no.	No of pages	Remarks:
1	1	

DA FORM 3294, JUL 2002 — DA FORM 3294-R, JUN 1990, is OBSOLETE. — USAPA V1.00

IDT Sample for A Rations

Ration Request

- The FOS will prepare the appropriate requisitioning documents or procedures as identified by the DOL/USPFO for ARNG

- Subsistence items requested should be adjusted by items contained in the inventory

DA Pam 30-22, Appendix F, para b

Inventory Management & Excess

- Procedures will be in accordance with guidance provided by the State Food Service Officer, Advisor, or Technician
- State Competitive Food Contracts generate excess subsistence (Case lot issues)
- Must maintain accurate inventories at all times

Inventory Management & Excess

- May use DA Form 3234 (Inventory Record), Figure 3-5, DA Pam 30-22
- Inventory should be checked prior to placing a subsistence order
- Food Service Technicians/ Supervisors must monitor

Operational Ration/Box Lunch Control

- Box lunches from any source will be recorded on a separate DA Form 5914
- Box lunches are not accountable under RCSS as commercially prepared or catered meals

Operational Ration/Box Lunch Control

- Box lunches made from unprepared rations will be a menu item on DA Form 3034

- Box lunches are not authorized for use during field training, deployment, or contingency operations

DA Pam 30- 22, para 3- 54

RCSS Form Flow

- DA Form 5913 Strength and Feeder Report used as a Request Report
  - Form is prepared by the unit
  - Signed by the unit commander
  - Forward to FOS
  - Copy furnished DOL/USPFO, original retained

    DA PAM 30–22 -Appendix F
    - Check GKO for the current CLRT checklist

RCSS Form Flow

- DA Form 5913 Strength and Feeder Report used as a report or consumption report
  - Form is prepared by the FOS
  - Signed by the unit commander
  - Copy furnished DOL/USPFO, copy retained

    DA PAM 30–22 -Appendix F

RCSS Form Flow

- DA Form 5914 Ration Control Sheet is prepared and retained by the unit
- A separate form is used for each type of ration (A rations, UGRs, MREs) and one for each meal type (B, L/D)
- A separate form is maintained by the supply sergeant to account for each type of operational rations maintained in supply

RCSS Form Flow

- The FOS will prepare the appropriate requisitioning documents or procedures as identified by the DOL/USPFO
- Completed by the unit
- Copy furnished to DOL/USPFO
- Completed copy retained by the unit
- An automated version may be used

RCSS Form Flow

- DA Form 3034 Production Schedule
  - Prepared by FOS and retained by unit
  - Prepared for all A ration components
  - Specifies menu ingredients, preparation and serving times, portion sizes, and leftovers as well as special instructions
  - Can be used to cross train cooks by assigning them to prepare different items in different areas

Reimbursement for Meals from Authorized Diners

- Non SIK personnel (AGR, Off, Civ, others) will reimburse the Government for meals
- Procedures for cash collection are stated in AR 30-22 and DA Pam 30-22
- A headcounter is still required for cash collection

General Provisions of RCSS

- System is subject to internal control provisions of AR 11-2

- Files and disposition of all food service documents will be filed as specified by AR 25-400-2 (ARIMS)

General Provisions of RCSS

- All forms requiring a signature of an officer will be signed by the Commander or FSO
- Other blocks will be signed by the designated individual (1SG, FOS, etc)
- AT records will be maintained separate from IDT records
- Subsistence cost should remain within the constraints of the BDFA

Summary

- Background Information
- DA Form 5913 Strength and Feeder Report as a request report and as a consumption report
- DA Form 3953 (Purchase Request & Commitment)*
- DA Form 3294 (Automated Ration Request and Issue) DOL/USPFO identified requisitioning document
- DA Form 3034 Production Schedule

Summary

- *DA Form 7458 (Risk Management Data Log – Cooking)
- *DA Form 7459 (Risk Management Data Log – Hot or Cold Holding/Storage)
- DA Form 5914 Ration Control Sheet
- DA Form 3234 (Inventory Record)